
Subject: Check Stock and MICR Toner Cartridges Inventory

Effective Date: October 1, 2006

Revised from:

Policy: WIC Clinics are responsible for maintaining an adequate but not excessive inventory of blank check stock and MICR toner cartridges.

Reference: CFR §246.12

Procedure:

1. Inventory blank check stock and MICR toner cartridges monthly. Refer to policy ADM: 07.08.00 - KWIC Check Toner Supply for information on assessing toner supply.
2. Clinic staff shall order check stock and MICR printer toner from the KWIC Help Desk, as needed.
3. When the clinic receives its order, staff should verify and make certain that the amount of check stock or the number of printer toner cartridges received s the same as the amount ordered.